

**Changes to Long-Term Care Worker Training Requirements and
Actions You Need to Take as a Currently Approved Core Basic Trainer
DDD Residential Services Instructor
June 2011**

The purpose of this email is to clarify staff training requirements and important actions you must take as an agency.

The Governor signed legislation on June 15th to delay the two elements listed below:

- The 75 hour training, home care aide certification and the federal background check requirements for all LTC workers until **January 1, 2014**.
- The continuing education hours increase to 12 until **July 1, 2014**.

The training requirements revert to what was in place on December 31, 2010. See the table on page 2 of this email for a full list of training requirements for each support setting.

What Does This Means for Your Training Program?

Recently your Training Program was contracted with DDD to provide the core basic training for DDD Residential Service providers.

- As of July 01, 2011, this contract will be null and void. DDD will not make any reimbursements for any training offered under this contract after June 25, 2011.

Actions You Must Take – Handling Core Basic Trainings Scheduled, In Process, or Completed.

If you have orientation, safety, core basic training and/or population specific training(s):

➤ **Scheduled**

- Effective immediately, stop providing these courses or advertising them.
- Cancel any of these trainings you have scheduled.
- Notify workers registered for these trainings that the law has changed.

➤ **Core basic training in process but not completed**

- Have those staff complete the 40 hours of the core basic training.
- Provide the remainder of the topics that are required under chapter 388-101 WAC
- Issue the staff the DDD 40-hour Core Basic Training course certificate.
- Request reimbursement for the trainer through the Survey Monkey.
- Request reimbursement for staff time through your Regional Resource Manager.

There may be cases where staff or your agency may choose to complete the entire 75 hours of training. In these situations DDD will provide the 75-hour certificate for the staff. The agency administrator may request the 75-hour training certificate from the Regional Resource Manager (RRM). However, DDD will not be able to pay for instructor costs or staff time beyond June 24, 2011.

➤ **Completed**

Staff who have completed the 75 hours of the Training Program during this time can use their training certificate to demonstrate they have met the basic training requirement.

If you have questions, contact the Regional Resource Manager. The list of the RRM's is provided at the end of this document.

Attestation:

Send in the following attestation with your request for the 75-hour ADSA Training certificate. It must be filled in by the agency administrator or the person responsible for your Training Program.

Attestation:

For any staff who received a 40-hour core basic training certificate and additional training required to complete the 75 hours training from my agency, I attest that:

- All content in the training has been covered.
- Each student was evaluated to make sure he or she could successfully complete each skill.
- Each student was assessed to determine he or she had integrated the knowledge and skills learned.

Training Program:

Training Program #

My Name:

My Job Title:

Date:

By filling in your training program name, your name, job title, and the date, and then e-mailing, faxing or mailing this in, you certify that your attestation is true, complete and accurate.

LTC Worker Training Requirements June 2011 – December 31, 2013		
Course	Training Requirements for Supported Living/Group Home/Group Training Home See WAC 388-101 for more information	Training Requirements for Licensed Staffed Residential Program See WAC 388-826 and 388-148 for additional information
Basic Training Requirements	Must complete the thirty two hours on topics required under 388-101 WAC	See WAC 388-826 and 388-148 for additional information
Continuing Education	Not Required for Supported Living service providers	Not Required for LSR service providers
Course	Alternative Living Program See WAC 388-829A for more information	Companion Home See WAC 388-829C for more information
Basic Training Requirements	Must complete CPR/First-Aid, BBP with HIV, and DD Specialty Training as described under 388-829A	Must complete CPR/First-Aid, BBP with HIV, and DD Specialty Training as described under 388-829C
Continuing Education	10 hours/year	10 hours/year

Division of Developmental Disabilities Regional Resource Managers

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Region 3 South	Resource Manager	Phone Number	Email Address
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